

REQUEST FOR PROPOSALS

TITLE: Statistical analysis, review, and recommendations to strengthen its Strategic Prioritization scoring methodology.

USING AGENCY: North Carolina Department of Transportation (Department) Strategic Prioritization Office of Transportation

ISSUE DATE: July 1, 2014

SUBMITTAL DEADLINE: July 21, 2014

ISSUING AGENCY: North Carolina Department of Transportation (Department),
Technical Services Division – Professional Services Management Unit

This Request for Proposals (RFP) is to solicit responses from qualified firms to provide professional consulting services to provide a robust statistical analysis, review, and recommendations to strengthen its Strategic Prioritization scoring methodology (including transportation criteria, data, and formulas for all modes of transportation).

The Department's 3rd Strategic Prioritization process (or P3.0) has produced project scores for nearly 3,100 transportation projects throughout North Carolina. Strategic Prioritization is also the vehicle used to implement a fact based, data-driven approach for funding transportation projects through the Strategic Transportation Investments law (STI) passed in June 2013. This landmark bill will help NCDOT leverage existing funds to enhance the state's infrastructure and support economic growth and job creation by focusing limited resources on highest use projects. More information on STI, the resulting project scores, and summaries of scoring criteria used can be found here: <http://ncdot.gov/strategictransportationinvestments/>

RFP's should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a **.pdf file**: psmu-411@ncdot.gov . If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the Firm's Name, and "RFP for Statistical Review of the Strategic Prioritization scoring methodology."

RFP's SHALL be received electronically **no later than 12:00 P.M., July 21, 2014.**

SCOPE OF WORK

The Strategic Prioritization Office of Transportation (SPOT) is soliciting proposals for the services of a professional services team to conduct a review and analysis and make recommendations on improving the scoring criteria currently approved in the Strategic Transportation Investments (STI) Law.

Purpose and Intent

The STI law requires the Department to improve the prioritization process. The Department shall endeavor to continually improve the methodology and criteria used to score highway and non-highway projects. The Department is interested in conducting a statistical review and analytics based approach for reviewing each transportation scoring criteria and its associated formula, data congruency, percent weight, and results.

Key Elements of The Effort

- The RFP must outline the statistical and analytics based approach for reviewing each transportation scoring criteria and its associated formula, data congruency, percent weight, scaling, and results. Scaling refers to the formulaic approach to convert the results to a 0-100 point scale that is common to all criteria. Statistical review must include evaluation of the strengths and weaknesses of all related transportation scoring methodologies for aviation, bicycle-pedestrian, highway, ferry, public transportation, and rail improvements. The RFP should explain how the distribution of scores will be evaluated, what observations can be derived from such a review and what potential refinements could result from such a review.
- The RFP must provide evidence of state and federal transportation knowledge and terminology and/or experience in the practice of transportation asset and project prioritization analysis from other national or international endeavors
- The RFP must provide knowledge of criteria based prioritization approaches in which a common set of criteria can be utilized to evaluate priorities and technical merits of projects across a variety of categories. Submittals must identify examples of such approaches in infrastructure practice that are relevant and data sources and/or tools to implement common criteria.
- The RFP must provide detailed approaches to “normalize” scores across modes of transportation if projects are still evaluated by mode, using mode specific criteria. An example would be comparing a highway project score to a bike/ped project score to a rail project score. Normalization may be used in the event that scoring by common criteria across transportation modes is not used and data sources and/or tools to implement normalization.
- The RFP must meet the primary objective of strict statistical analysis and recommendations for refinements to an existing scoring methodology. The Department does not seek a hosted solution or subscription to software as a service to undertake this effort. However any relevant data can be provided (in format necessary) to meet these requirements

Best Practices Application

The Plan shall identify best practices, of other State Transportation Agencies, Metropolitan Planning Organizations, Rural Planning Organizations, or local governments across the nation that evaluate and score projects across transportation modes (where projects are scored for

highways plus either Aviation, Bike-Ped, Ferry, Public Transportation and/or Rail). A primary outcome of this effort will be to incorporate into the next version of Prioritization (known as P4.0) researched work and best practices from other agencies that are appropriate and applicable to North Carolina.

Stakeholder Engagement

Coordination and cooperation from the Prioritization 4.0 Workgroup will be needed along with Department staff. The P4.0 Workgroup will review and comment on this effort and will be given the opportunity to recommend additional work tasks but no additional tasks will be undertaken without the approval of the Department.

Timeframe

A draft of a final report shall be completed by November 1, 2014. A presentation to the P4.0 workgroup outlining the draft report will be required by **November 30, 2014**. The aim is for the plan to be finalized by December 3, 2014.

The duration of the contract will be for three months, not to exceed \$500,000.00 or until the contract amount is depleted, whichever occurs first. The method of payment will be LUMP SUM invoice with mutually agreed upon payment terms.

Deliverables

- Report outlining the statistical analysis of both the strengths and weaknesses in the current P3.0 scoring methodologies (highway and non-highway modes) and recommended refinements to such scoring methodologies for Prioritization 4.0 (P4.0).
 - Report should include visually compelling charts/graphs to represent analytical approach and recommendations for improvements to the current STI scoring criteria.
 - Recommendations should include identification of any common scoring criteria which could be used across transportation modes/projects.
 - Recommendations on “normalizing” project scores across transportation modes/projects.
- Power Point presentation summarizing Report findings and recommendations
- Timeline chart of associated steps required to review and evaluate scoring methodologies and produce recommendations and these deliverables

All digital files of all correspondence, work papers, databases and documentation acquired or created as part of the final report shall be provided to NCDOT.

SUBMITTAL REQUIREMENTS

All RFP's are limited to twenty (20) pages (RS-2 forms and resumes are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC RFP's WILL BE ACCEPTED. RFP's containing more than twenty (20) pages will not be considered.

Questions may submitted electronically only, to the contact below. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to Scott Blevins at sblevins@ncdot.gov to be placed on a public

correspondence list to ensure future updates regarding the RFP or other project information can be conveyed. **Questions must be submitted to the Mr. Blevins no later than 12:00 p.m. on July 11, 2014.** Responses to the questions will be posted on the NCDOT website (<https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx>) on or before July 15, 2014.

SELECTION CRITERIA

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. The firms' experience and staff (including sub consultants) to perform the type of work required. 50%
2. The firm's ability to meet the time schedule established for the work as listed above. 50%

SELECTION PROCESS

Following is a general description of the selection process:

The NCDOT Selection Committee will review all qualifying RFP submittals. The Selection Committee will shortlist a minimum of 3 firms. Shortlisted firms will be notified by August 1, 2014. If needed, interviews with the shortlisted firms will be held the week of August 11, 2014. In order to be considered for selection, consultants must submit a complete response to this RFP prior to specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The RFP must include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in paragraph 1 above.

Chapter 3 - Team Experience

This chapter must provide the professional credentials and experience of the persons assigned to the project. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project.

Specifically, the Division is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Plan.

Chapter 4 - Technical Approach

The consultant shall provide information on its approach to accomplish this project. Including their envisioned scope for the work with innovative ideas, and a schedule to achieve the dates outlined in this RFP

Chapter 5 - References

The consultant must provide a minimum of four references which the Division may contact regarding qualifications and past performance. All four must have had experience with projects for which members of the proposed study team have participated, including the designated project manager. The following must be included for each reference:

- A. Name of Organization and Contact
- B. Title of Contact
- C. Address (delivery and email)
- D. Telephone Numbers
- E. Title of Project and Date Completed
- F. Project Team Participants

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

All submissions, correspondence, and questions concerning this RFP should be directed to Mr. Scott D. Blevins, P.E. He can be reached by email at sblevins@ncdot.gov.

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after a team is selected. All teams submitting RFPs should make sure that their rates and overheads are current and have been audited by the Department of Transportation.

SUBMISSION SCHEDULE AND KEY DATES

RFP Release – July 1, 2014

Deadline for Questions – July 11, 2014

Deadline to RFP Submission – July 21, 2014

Shortlist Announced – August 1, 2014 (or selection made if there are no interviews)

Optional Interviews – week of August 11, 2014

Firm Selection and Notification – August 15, 2014

Notice to Proceed – September 15, 2014